



COUNTY OF LOS ANGELES

Public Health

JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA HARDING, M.P.H.
Acting Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



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October 5, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **AMENDMENTS TO TWO EXISTING INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT WORK ORDERS**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend two Information Technology Support Services Master Agreement (ITSSMA) work orders to extend the terms through August 31, 2013, and increase the total maximum amount for the Software Quality Assurance (SQA) Services project by \$202,368 from \$299,999 to \$502,367.

The scope of work for these amendments includes leading and supporting testing activities and ensuring that all applications meet project quality standards. The SQA consultants will continue to work closely with the Application Development team to ensure that custom-developed DPH software is properly tested and meets business requirements. This includes developing test plans, performing functional and non-functional testing, coordinating defect resolution, and interacting with end users during implementation.

Justification

Currently, DPH does not have sufficient staff with the requisite technical skills and knowledge to lead and/or perform the necessary testing activities. These amendments will provide DPH with the short-term resources required to maintain continuity of software quality assurance services, while DPH transitions these functions to full-time staff. DPH is currently working to fill one existing new Principal Information Systems Analyst position and intends to request an additional information systems analyst position in the fiscal year (FY) 2012-13 budget. Failure to continue these services will hamper efforts to improve DPH services through automation support, data collection, information management, and limit DPH's ability to respond efficiently and effectively.

DPH will not request any additional time extensions or increases in dollar amounts of these Work Orders. The Consultant's hourly rates for these work orders will remain the same through the extended terms of the work orders. Sufficient funds for this project are available in DPH's FY 2012-13 budget.

The proposed Amendments will increase the SQA Services project total maximum amount as follows:

Work Order No.	Work Order Description	Current Work Order Amount	Proposed Increase	New Work Order Amount
04-2392	DPH Software Quality Assurance Services – Lead Analyst	\$190,250	\$129,273	\$319,523
04-2349	DPH Software Quality Assurance Services – Support Analyst	\$109,749	\$73,095	\$182,844
Totals:		\$299,999	\$202,368	\$502,367

Notification Timeline

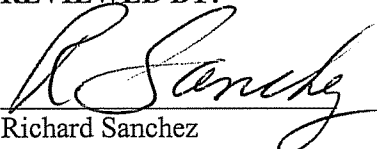
Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of these work orders and increase the maximum dollar amounts. If no objection is received from your Board in ten business days upon receipt of this Board notification, I will request ISD to proceed with the Amendments of these work orders.

If you have any questions or would like additional information, please let me know.

JEF:jg

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:


Richard Sanchez
Chief Information Officer

10-12-12
Date